

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Campus Closures
(formerly Inclement Weather)

1-026
ADMINISTRATIVE
April 2021

POLICY

- 1.01 During inclement weather or other emergency situations, OSU Institute of Technology (OSUIT) will make a decision whether or not to close campus based on all available information.
- 1.02 The decision of whether or not conditions warrant canceling classes and closing the campus is made through consensus of the Inclement Weather Committee. This committee is comprised of persons in the following positions:
- A. OSUIT Emergency Manager
 - B. OSUIT Physical Plant Director
 - C. OSUIT Public Safety/Police Chief
 - D. OSUIT President
 - E. OSUIT Communications/PIO
- 1.03 The OSUIT website (osuit.edu), OSUIT email, the Cowboy Alert system, and university-sanctioned social media networks are the official means of communicating all information concerning weather-related closings. Local television and radio stations will also be notified but should not be relied upon for accuracy.
- 1.04 When necessary, the university will announce a separate decision about canceling night classes (those classes starting at 4:30 p.m. or after) by 2:00 p.m., if possible.
- 1.05 When the OSUIT campus is closed due to inclement weather or other emergency situations, all on-campus events and activities scheduled for the specified period and learning site(s) are canceled. Requests for exception should be addressed to the President in writing by the appropriate unit leader (or designee). Decisions will be communicated to the requesting party and the Inclement Weather Committee.
- 1.06 In instances in which OSUIT must close its campus or cancel in-person instruction due to inclement weather or other emergencies, the institution's online classes will take place as planned. Classes that normally meet on campus may continue, at the discretion of faculty, via online assignments, group or one-on-one video conferencing, or other electronic/distance learning means. If necessary, missed exams or assignments may be rescheduled at times outside the normal class meeting schedule. Any such course activities will be communicated by faculty in advance of their occurrence via the Online Classroom. In addition, course clock hours may be made up by rescheduled classes, extended classes or other alternatives if determined necessary by the President. If valid, documented circumstances prohibit students from attending rescheduled synchronous online and/or on-campus sessions, faculty should provide reasonable alternative means for makeup.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 1.07 No employee will communicate a message to students or subordinates regarding OSUIT's main campus status that is counter to the university decision.
- 1.08 Due to varying travel conditions statewide, some circumstances may warrant a separate decision for remote learning sites.
- A. The supervisor of each OSUIT remote learning site will be responsible for informing the Executive Director of Marketing & Communications regarding their operational status if varying from the main campus decision.
 - B. For remote learning sites not operated by OSUIT, responsibility to determine the facility's operating status rests with the student or employee.
 - C. The decision of the remote learning site will supersede decisions made for the Okmulgee campus.
- 1.09 If inclement weather creates hazardous conditions, or if other emergency situations arise, the university will announce that campus operations will move to a virtual/remote basis. Vice presidents are responsible for seeing that necessary services are provided in their respective areas when the university is closed and operating virtually. Employees required to provide such services will be identified by their supervisors (this can include student and temporary employee classifications). Persons who are not required to work on campus or remotely when the campus is closed, will be granted authorized administrative leave (excluding student and temporary employee classifications).
- 1.10 During campus closings due to inclement weather or other emergency situations, those employees recognized as "essential personnel" may still be required to report to campus. While OSUIT considers all of its employees as essential, for the purposes of this policy, "essential personnel" are defined as those individuals who provide services that relate directly to the health, safety, and welfare of the university, ensure continuity of key operations, and maintain and protect OSUIT property. Essential employees who must physically work on campus during a campus closure will be paid administrative leave in addition to the time worked. Essential personnel who do not report to campus when directed during campus closure will be charged annual/compensatory leave or leave without pay.
- 1.11 Employees who do not report when the campus is open for normal operations will be charged annual/ compensatory leave or leave without pay. The Office of Human Resources will prescribe reporting and timekeeping details.
- 1.12 The Provost and Vice President of Academic Affairs will recommend to the President if and when missed instructional clock hours should be made up.
- 1.13 Weather and road conditions vary from place to place. Employees and students are expected to exercise good judgment regarding the safety of travel when road conditions are affected by the weather.

PROCEDURES

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 2.01 OSUIT's Emergency Manager will serve as the lead in coordinating the assessment of the severity of weather conditions and analyzing data from the National Weather Service along with other agencies and departments as needed.
- 2.02 The decision to close campus or delay opening shall be made by 4:30 a.m. so that official information may be posted on the OSUIT website by 5:00 a.m.
- 2.03 In the event of a delayed opening, classes will begin meeting at the new time (e.g., a class scheduled to meet from 8:30 a.m. to 10:30 a.m. will begin meeting when the campus opens at 9:30 a.m.).
- 2.04 The Office of Marketing & Communications will use official channels to communicate the operational status of the Okmulgee campus and any OSUIT remote learning sites.
- 2.05 OSUIT's plan does not call for making public announcements if there is no disruption of operations or closing of campus. "No news" means all operations continue as normal.
- 2.06 In the event of conflicting media information, the OSUIT website shall be considered the principal source for official information.
- 2.07 Documentation will be maintained after each event outlining recommendations and actions taken by administration. This report will be maintained in the Emergency Operations Center.

Adopted: February 2014
Revised: March 2015
Revised: May 2015
Revised: January 2020
Revised: December 2020
Revised: April 2021